

Subsidized Guardianship Amended Agreement (Successor)

Introduction

A Subsidized Guardian(s) can name a Successor Guardian(s) should they become incapacitated or die. This allows the child to be placed with the Successor upon death or incapacitation of the Subsidized Guardian(s) as long as the Successor was named on the agreement at the time of death/incapacitation. A child can be placed directly with the Successor Guardian(s), or return to Out of Home care and subsequently be placed with the Successor Guardian(s).

- **Should this occur, contact the DCF Subsidized Guardianship policy contact for guidance.**
- **Please contact the eWiSACWIS Help Desk prior to entering in eWiSACWIS if you unsure of the workflow. Failure to follow the correct steps may prevent completion.**

Entering a Successor Guardian(s)

Note: Case assignment is required in order to amend a Successor Guardian(s) on a Subsidized Guardianship Agreement.

1. From the desktop, select the Subsidized Guardianship Case and open the Subsidized Guardianship agreement.



2. On the Subsidized Guardianship Agreement page, select 'Successor Guardian Maintenance' from the Options drop-down and click Go to open the Successor Guardian Maintenance page.

Subsidized Guardianship Agreement - Internet Explorer

eWiSACWIS UAT TM Print Spell Check REC Help ?

Agreement Information

Case Participant: [Bird, Kid \(9228217\)](#) Date of Agreement: 06/12/2012
Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 10/10/2020
Provider Name: [Smith, Granny \(9221665\)](#) Agreement Amount: \$388.00
Description: Maternal Grandmother County: Ashland
Successor Guardian 1: Successor Guardian 2:

Supplemental Rate

CANS Effective Date: 06/11/2012 Supplemental Points: 21 Supplemental Rate: \$168.00

Payment Information

Basic: \$220.00
Supplemental: \$168.00
☐ Exceptional: \$0.00

Payment Justification:

Options: **Successor Guardian Maintenance** Go

Actions
Approval
Agreement Ending
Reopen Agreement
Text
Subsidized Guardianship Agreement

Save Close

3. If available, any previously named Successor Guardian(s) will display in the Successor Guardian Amendment History group box. Click Insert to enter a new Successor(s).

Successor Guardian Maintenance -- Webpage Dialog

eWiSACWIS UAT Print Spell Check REC Help ?

Basic

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 13

Successor Guardian Amendment History

No records found.

Insert

Save Close

4. Enter the name(s) of the New Successor Guardian(s).

The screenshot shows a web browser window titled "Successor Guardian Maintenance -- Webpage Dialog". The page header includes the "eWiSACWIS UAT" logo and navigation links for "Print", "Spell Check", "ABC", and "Help". The form is divided into three sections: "Basic", "Successor Guardian Maintenance", and "Successor Guardian Amendment History". The "Basic" section contains fields for "Case:" (Bird_Kid (9223480)), "Person:" (Bird_Kid (9228217)), "DOB:" (10/10/2002), and "Age:" (13). The "Successor Guardian Maintenance" section includes "Updated on:" and "By:" fields, a "Delete" link, and two input fields for "New Successor Guardian 1:" (Robyn Blue) and "New Successor Guardian 2:" (Jay Blue), with an "Insert" button. The "Successor Guardian Amendment History" section shows "No records found."

5. Click Insert and select 'Amended Subsidized Guardianship Agreement' from the Type drop-down. Click [Text](#) to launch the template.

This screenshot shows the same form as the previous one, but with updated information. In the "Successor Guardian Maintenance" section, "Updated on:" is now 03/04/2016 and "By:" is Bee, Worker. The "New Successor Guardian 1:" field still contains "Robyn Blue" and "New Successor Guardian 2:" contains "Jay Blue". Below these fields is a table with three columns: "Type", "Date Sent/Received", and "Image/Document". The "Type" column has a dropdown menu with "Amended Subsidized Guardianship Agreement" selected. To the right of the table, there is a red "Text" link and a blue "Delete" link. At the bottom right, there is an "Insert" button and a button labeled "Opens selected Document".

6. Enter any required information, print, and click Close and Return to eWiSACWIS.

- On the Successor Guardian Maintenance page, click Save. The Date Sent/Received will automatically show today's date.

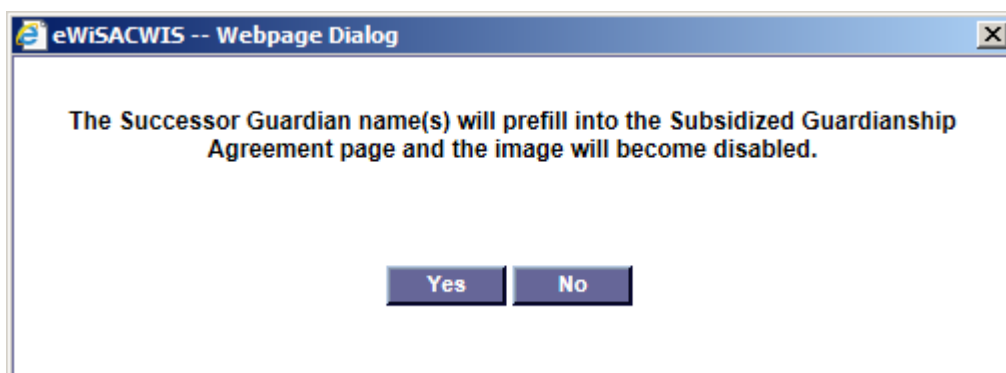
Note: The SG Agreement will not be updated with the successor name(s) until a signed Amended Subsidized Guardianship Agreement to Include Successor Guardian(s) template is scanned and image uploaded to eWiSACWIS.

- To add the Signed Amended Subsidized Guardianship Agreement image, go to the Successor Guardian Maintenance page via the Subsidized Guardianship Agreement, or by clicking on the [SG Amended Agreement \(Successor\)](#) from the outliner.



- Click Insert on the Successor Guardian Maintenance page, and select the 'Signed Amended Subsidized Guardianship Agreement' for the Type. Click the [Imaging Search](#) hyperlink to add the signed agreement.

10. Once the image has been added, a [View](#) hyperlink is available to launch the agreement. Once completed, click Save. The following message will display. Click Yes to complete and return to the Successor Guardian Maintenance page.



11. On the Successor Guardian Maintenance page, rows are now disabled, but the related document and image are viewable.

A screenshot of the 'Successor Guardian Maintenance' page in an Internet Explorer browser. The browser's title bar says 'Successor Guardian Maintenance - Internet Explorer'. The page header features the 'eWiSACWIS UAT' logo and navigation links for 'Print', 'Spell Check', and 'Help'. The main content area is divided into sections. The 'Basic' section shows 'Case: Bird, Kid (9223480)', 'Person: Bird, Kid (9228217)', 'DOB: 10/10/2002', and 'Age: 13'. Below this is the 'Successor Guardian Amendment History' section, which includes a form with 'Updated on: 03/04/2016' and 'By: Bee, Worker'. It also has input fields for 'Successor Guardian 1: Robyn Blue' and 'Successor Guardian 2: Jay Blue', along with a 'Made in Error' checkbox. A table below the form lists amendment history:

Type	Date Sent/Received	Image/Document
Amended Subsidized Guardianship Agreement	03/04/2016	View
Signed Amended Subsidized Guardianship Agreement	03/02/2016	View

12. The Successor Guardians are now listed on the Subsidized Guardianship agreement.

Subsidized Guardianship Agreement - Internet Explorer

eWiSACWIS UAT

TM Print Spell Check Help

Agreement Information

Case Participant: [Bird, Kid \(9228217\)](#) Date of Agreement: 06/12/2012

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 10/10/2020

Provider Name: [Smith, Granny \(9221665\)](#) Agreement Amount: \$388.00

Description: Maternal Grandmother County: Ashland

Successor Guardian 1: Robyn Blue Successor Guardian 2: Jay Blue

Supplemental Rate

CANS Effective Date: 06/11/2012 Supplemental Points: 21 Supplemental Rate: \$168.00

Payment Information

Basic: \$220.00

Supplemental: \$168.00

☐ Exceptional: \$0.00

Payment Justification:

Options: [Dropdown] Go

Save Close

100%

13. Successor Guardian(s) can be entered as many times as requested by the current Subsidized Guardian(s). Repeat the steps above. Once the required documentation has been entered/scanned, any previously named Successor Guardians are removed from the SG Agreement, but remain as part of the SG Amended Agreement (Successor) history. The history is also reflected on the outliner.

Successor Guardian Maintenance - Internet Explorer

eWiSACWIS UAT

Print Spell Check Help

Basic

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 13

Successor Guardian Maintenance

Updated on: By: Delete

New Successor Guardian 1: Entering another Successor... x New Successor Guardian 2: Insert

Successor Guardian Amendment History

Updated on: 03/04/2016 By: Bee, Worker ☐ Made in Error

Successor Guardian 1: Robyn Blue Successor Guardian 2: Jay Blue

Type	Date Sent/Received	Image/Document
Amended Subsidized Guardianship Agreement	03/04/2016	View
Signed Amended Subsidized Guardianship Agreement	03/02/2016	View